

ODP-0-1667  
17 December 1980

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

FROM : [REDACTED]  
Chief, Management Staff, ODP

SUBJECT : Proposed Revisions of [REDACTED]  
Pay, DRAFTS A (Jobs #9431 and #9432)

REFERENCE : Your Memo, Same Subject, dtd. 9 Dec. 1980

The Office of Data Processing concurs with the proposed  
revision of [REDACTED] Pay, DRAFTS A.

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9 December 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
 Deputy Director for Science and Technology  
 Deputy Director for Operations  
 Comptroller  
 General Counsel  
 Legislative Counsel  
 Inspector General

25X1A

FROM: [REDACTED]  
 Chief, Regulations Control Division  
 Office of Information Services

SUBJECT: Proposed Revisions of [REDACTED], Pay,  
 DRAFTS A (Jobs #9431 and #9432)

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## FOR YOUR INFORMATION:

1. The attached proposals were initiated by the Office of Personnel Policy, Planning, and Management. In response to a decision taken by the Executive Committee on 8 August 1980, the proposed revisions liberalize the restriction against the granting of quality step increases to employees whose personal grade exceeds that of the position to which they are assigned. The revisions also make certain nonsubstantive changes in the paragraph on criteria in order to bring the language into conformity with the terminology employed on the new Performance Appraisal Report.

2. We plan to send the proposals forward for approval on 31 December 1980. If you have any questions or comments, please contact [REDACTED] before that date.

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[REDACTED]

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## Attachments:

- A. Concurrence Sheets (OGC)
- B. Proposed Revision of [REDACTED]
- C. Proposed Revision of [REDACTED]

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cc: AO/DCI                   OPPPM  
 AO/RMS-CTS               OF  
 SSA/DDA                   ODP  
 D/IS                      OC

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 FROM ATTACHMENTS

S-E-C-R-E-T

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HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	77- 80.6 80.7- 80.8	8/29/80 8/29/80				<div>is revised to update the regulation and to bring the language into conformity with terminology employed on the new Performance Appraisal Report.</div>
Arrows in the page margin show the locations of the changes described above.						

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PERSONNEL

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31. PAY (U)

SYNOPSIS. No change. (C)

a. No change. (U)

b. SALARY ADMINISTRATION. No change.

(1) and (2) No change.

(3) STEP INCREASES. Regular and quality step

increases will be granted in accordance with the provisions of this paragraph to employees (except temporary employees) compensated in accordance with the Classification Act of 1949, as amended, who are receiving pay at less than the maximum scheduled rate of their grades. A regular or a quality step increase will not be granted while a proposed adverse action based upon misconduct or unsatisfactory performance is pending.

(a) Regular Step Increases

(1) Requirements. No change.

(a) No change.

(b) Acceptable Levels of Competence. In determining whether the work of an individual is of an acceptable level of competence, the supervisor must evaluate the employee's total work performance in relation to the overall requirements of the position. The supervisor should recognize that skills and strong points in performance will vary from person to person.

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and that employees who are not particularly strong in certain job factors may compensate for such performance by excellent work in other aspects of the job. If, however, the weak performance is related to a critical job factor, it could be serious enough to justify the ~~withholding~~ of the step increase. /withholding/ The supervisor's determination should be based on an assessment of the employee's work in a broad context that includes any special demands of the position. Such factors as reliability, willingness to cooperate, acceptance of responsibility, and general effectiveness should also be considered since they directly relate to the employee's level of competence. An employee may be certified as performing at an acceptable level of competence if the supervisor determines that, in total, the employee's performance is satisfactory and above that of the employee whose performance is slightly less than acceptable. An employee's work is not of an acceptable level of competence if performance is unsatisfactory or marginal.

(2) through (4) No change.

(b) Quality Step Increases

(1) No change.

(2) Eligibility

(a) No change.

(b) Since a QSI is based on sustained high quality performance at the grade of the employee in the position to which assigned, such an increase normally will not be granted an employee whose personal grade exceeds that of the position to

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which assigned. An exception to this policy may be made, however, when extraordinary circumstances exist that should be considered when evaluating the employee's performance for purposes of recognition. In such cases, the circumstances must be fully explained in the recommendation for a QSI.

(c) No change.

(3) Criteria. High quality performance is characterized by an employee's performing the most important functions of the job in a manner that substantially exceeds normal requirements and job standards. When viewed as a whole, the total work performance must be rated "excellent" or "superior."

(a) High quality performance must exceed "acceptable," "typical," or "good" work to such an extent that the employee concerned merits faster-than-usual pay advancement.

(b) No change.

(c) An "excellent" or "superior" performance in a position of a grade higher than the employee may be considered in determining the merit of an award but will not be the sole criterion for recommending a QSI.

No further changes.

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